

## CEPI Helpful Hint: Reporting Data Through the Early Childhood (EC) Collection

CEPI uses the Early Childhood (EC) Programs component to collect data related to the children's participation in early childhood programs or services. These programs include Great Start Readiness Program (GSRP), GSRP/Head Start Blend, Head Start, Title I Preschool or Services, Early Head Start, Section 32p Early Childhood Block Grant, 32p(4) Home Visitation, and Early Head Start - Child Care Partnership.

The EC Programs component can only be reported in the Early Childhood collections.

This document outlines common questions CEPI receives regarding this component. For more detailed information on the programs and characteristics collected, why they are collected, and reporting requirements, please reference the [Michigan Student Data System \(MSDS\) Collection Details Manual](#).

### How do I report the fiscal entity for my program?

The entity submitting data is not always the fiscal entity. There are two characteristics to specify fiscal entity information: Fiscal Entity Type Code and Fiscal Entity Code.

The **Fiscal Entity Code** is a state-assigned code identifying the entity receiving funding directly from the state to provide programs and/or services to the student/child reported. The fiscal entity may or may not be directly providing the services to the student/child. This code must be either a five-digit entity code for a school district or a nine-digit agreement number for an organization, as identified by the Fiscal Entity Type Code and by the Educational Entity Master (EEM).

The **Fiscal Entity Type Code** is the category to which the fiscal entity belongs within EEM. Choose the correct code from the list of values ("A" for Agreement Number or "D" for District).

*More information on these characteristics:*

- When the characteristic Fiscal Entity Type Code contains the code "A," the Fiscal Entity Code must contain a code with up to nine digits. Submit leading zeros when applicable.
- When the characteristic Fiscal Entity Type Code contains the code "D," the Fiscal Entity Code must contain a five-digit code. Submit leading zeros when applicable.
- The code you report must be valid in the EEM within the category indicated in the Fiscal Entity Type Code characteristic.
- The entity must be identified as "open-active" or "closed-pending" within EEM for the period being reported.
- You are required to report these characteristics when the EC Programs Component is submitted.

- In the event that the fiscal entity has a district code and agreement number, use the district code.
- For questions regarding your entity's Fiscal Entity Code, contact CEPI customer support.

## How do I report a child who has switched programs?

Data for both EC programs should be entered. It is required that program information be reported for children participating in GSRP, GSRP/Head Start Blend, 32p Early Childhood Block Grant, and 32p(4) Home Visitation programs.

Please see this example to better assist you:



Joey is a child who was in a GSRP program (EC Program code 01). He then was switched to a GSRP/Head Start Blend program (EC Program code 2).

Joey must be reported with an EC Program Start Date and EC Program End Date for GSRP, and with a new EC Program Start Date for GSRP/Head Start Blend, and EC Program End Date if applicable. Be sure to include other required characteristics.

Follow these reporting guidelines:

- If both of Joey's programs are managed/reported by your entity, you will need to report two EC Program Components for Joey's record.
  - EC Program Component 1: GSRP Services:
    - Enter information about the services the child received, with EC Program code 01
    - **Start date:** Equals the day the child *first* received GSRP services
    - **End date:** Equals the day the child *last* received GSRP services
  - EC Program Component 2: GSRP/Head Start Blend Services:
    - **Start date:** Equals the day the child *first* received GSRP/Head Start Blend services
    - **End date:** Equals the day the child *last* received GSRP/Head Start Blend services
- If only one of Joey's services is managed/reported by your entity, report one EC Program component for Joey's record with information about the services the child received. It may be necessary to collaborate with the other program to ensure that the data both entities submit do not overlap.

## How do I report a child receiving services from multiple EC programs under my entity?

Using online data entry, you may report a student in multiple programs by simply adding an additional Programs Component from the *Add Component* selection area for each additional program to be included.

**Staging Area Maintain**

\* = Required

Submitting Entity: Northeast Michigan Community Service Agency (040000001)  
Collection: Early Childhood Fall 2017-2018  
PEPE District:  
PEPE Building:  
\*Last Name: Pooh  
Last Name Suffix:  
Middle Name: The  
\*First Name: Winney  
\*Date of Birth: 08/08/2013  
\*Gender: M - Male  
Multiple Birth Order: 0  
\*UIC: 0123456789

Submit Cancel Select Component Add Component

Personal Demographics | **EC Programs**

\*Fiscal Entity Type Code: A-Agreement Number  
\*FiscalEntityCode: 012345678  
School or Facility: 12345  
Provider License Number: AB123456789  
EC Comment:  
\*EC Program: 01-Great Start Readiness Program (GSRP)  
\*ECProgStartDate: 09/01/2017  
\*EC Delivery Method: 1-School Based  
EC Delivery Schedule: 05-School-Day 4 Days Per Week  
Federal Poverty Level Quintile: 01-0% to 50% FPL  
ECProgEndDate: 11/15/2017  
ECProgExitReason: 004-Parent Initiated Transfer

When you add a new EC Programs Component, the original EC Programs Component will remain in the student record and a new component will display, ready for data entry.

Submit Cancel Select Component Add Component

Personal Demographics | EC Programs | **EC Programs - 2**

\*Fiscal Entity Type Code: Please Select  
\*FiscalEntityCode:

Added component tab

Each time you add an EC Programs component, the system adds a new tab with a number in the title indicating the order in which it was added. In this case, "Programs - 2" indicates that this is the second Programs Component for this student record. If you add a component and then later wish to delete it, click on the red box with the "X" located in the upper right corner of the component tab. For

more tips on working with the MSDS, please refer to the [MSDS District User Training Manual](#).

### **Does the Michigan Department of Education allow a child to be taught in the morning in one program and another program in the afternoon?**

In most cases, a child should not be enrolled in two EC programs concurrently. However, there can be exceptions depending on the program.

Per MDE, a child in a school-day GSRP program cannot receive a partial day in any other funded classroom program (Head Start, Title I, Special Education full FTE). The blended GSRP/Head Start (school-day) is recorded as program code "02." There are circumstances where a child can attend a part-day GSRP program and part-day Early Childhood Special Education program.

If you have questions regarding the serving of children in multiple programs, please contact the MDE Office of Great Start at 517-373-8483.

### **How do I correct a child's record that my entity incorrectly reported in a previous collection within the school/program year?**

Entering the child with the exact same details as previously reported, with an end date the same as the start date, will effectively "remove" the child from that program. However, reports that were produced before the data were corrected will not be retroactively appended. If the child is still receiving services, remember to report the child with the correct EC Program information in a separate EC Programs component.

**Please note:** It is important to report and exit children correctly as not doing so can:

- Cause confusion about the nature of services provided. Program end dates identify when children transition between types, amounts, or frequencies of service (e.g., part time vs. full time). Reports and analyses that use these data are most accurate when end dates are reported.
- Create false gaps/overlaps in a child's history. Longitudinal analyses which consider children's early childhood experiences could be impacted by these patterns.
- Result in children being counted as participants beyond their actual service dates. For example, this happens when children from a prior school year are accidentally re-submitted during a current school year collection without end dates. These records are considered "active" and are included in child counts for that collection (e.g., fall or spring) and that program year.

For more information on Early Childhood, please reference the [Early Childhood collections web page](#) on the CEPI website. You will find beneficial information about EC collections, links to the MSDS Collections Details Manual, help and training documents, as well as the business rule matrix and other technical material.

For policy questions please contact the Michigan Department of Education, Office of Great Start at 517-373-8483